



**LOCAL
GOVERNMENT**

**PROJECT
PROCESS
2006**

Please Note: This brochure reflects the current process which is under review by UDOT and FHWA.

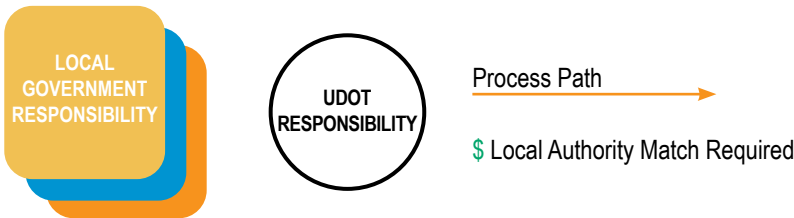
INTRODUCTION DR.

Federal funds are allocated for use by Local Governments in eight different categories (please see list below). These funds are administered by the Federal Highway Administration (FHWA). The FHWA requires the Utah Department of Transportation (UDOT) to oversee the use of these funds to ensure that federal regulations are followed on each project.

This brochure describes the current process required for federal aid on a qualifying Local Government project. Local Governments should use this as a general how-to guide for project requirements when using federal funds.

Local Government projects are diverse and each needs to be scoped and scheduled individually.

LEGEND ST.



PROGRAMMING RD.

APPLICATION & PROGRAMMING PROCESS

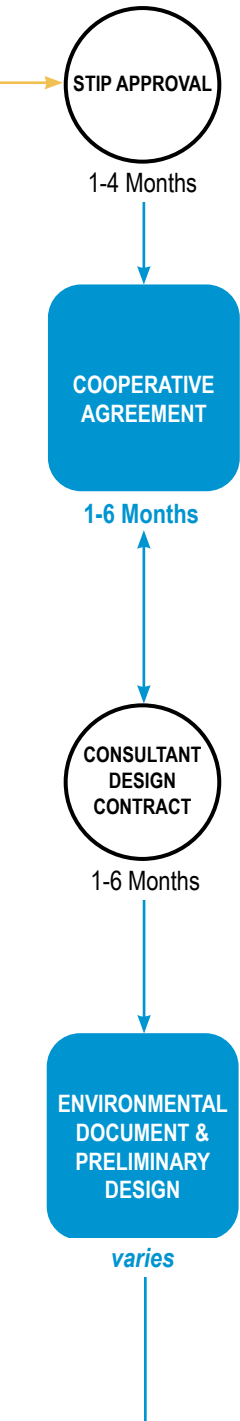
6-10 Months

Application and Programming Process

Apply for funding from one of the funds listed below. Funding approval is contingent on an approved concept report. Project costs should include the design, UDOT review and management, construction and construction engineering, UDOT construction monitoring, and up to three years inflation costs.

- Funding Type**
- Bridge Off - System
 - Small Urban
 - Non-Urban
 - Urbanized Area
 - CMAQ
 - Enhancement
 - State Park Access
 - Safety

- Approving Body**
- Joint Highway Committee
 - Joint Highway Committee
 - Joint Highway Committee
 - Metropolitan Planning Organization
 - Metropolitan Planning Organization
 - UDOT
 - UDOT
 - UDOT



A draft Statewide Transportation Improvement Plan (STIP), which includes your selected project, is published on the web for public comment. The Utah Transportation Commission reviews and revises the draft STIP based on the public comment received. The Commission then approves the STIP for the upcoming federal fiscal year (October 1 - September 30).

\$ Design Engineering Cooperative Agreement

The Local Government Agency develops the Scope of Work and Independent Cost Estimate for the design phase of the project in coordination with UDOT Project Manager (PM). The UDOT PM prepares the Draft Cooperative agreement for review by all parties involved. **The Local Agency match for the design phase is due at this time.**

Required Approval Signatures

Mayor or County Commissioner, UDOT Region Director, UDOT Director of Engineering Services, and UDOT Comptrollers Office

Consultant Design Contract

The Local Agency selects a consultant to design the project. The Local Agency, the UDOT PM and Consultant finalize the costs, scope and schedule and submits a Quality Control (QC/QA) Plan. The UDOT Consultant Services team executes contract.

Required Approval Signatures

Mayor or County Commissioner, UDOT Region Director, UDOT Director of Engineering Services, and UDOT Comptrollers Office

Environmental Document/Preliminary Design

The Consultant prepares the applicable Environmental Document based on the requirements of the project.

- Categorical Exclusion (3-9 months)
- Environmental Assessment (12-18 months)
- Environmental Impact Statement (30-45 months)

Wasatch Front Regional Council (WFRC) projects are required to complete this step using only local funds.

Required Approval Signatures

Region Environmental Engineer and FHWA



The flowchart illustrates the design process, starting with the Design Study Report, followed by Utilities & Cooperative Agreement Modification, Right-of-Way & Cooperative Agreement Modification, and finally the Final Design. Each step includes a duration and a list of required approval signatures. The process is sequential, with arrows indicating the flow from one step to the next. The final step, Final Design, leads to a box labeled '1-6 Months' at the bottom of the page.

DESIGN STUDY REPORT

1-6 Months

Design Study Report

The Consultant prepares the Design Study Report (DSR) and submits it to UDOT for approval. Once approved the final DSR is provided to the Local Agency, Consultant and UDOT PM.

Required Approval Signatures

Local Agency, UDOT Project Manager, and UDOT Region Director

UTILITIES & COOPERATIVE AGREEMENT MODIFICATION

1-3 Months

Utility Agreements (Franchise or Federal)

The Local Agency enters into formal agreements with all Utility and Railroad companies whose facilities will be impacted by the project. The region utility coordinators approval is only needed if federal funds are used to relocate a utility.

Required Approval Signatures

Local Agency and Region Utility Coordinator

RIGHT-OF-WAY & COOPERATIVE AGREEMENT MODIFICATION

4-10 Months

\$ Right-of-Way

Verify any Right-of-Way (ROW) requirements for the project. If ROW is being purchased using federal funds, begin preparation of Co-Op Agreement for Right-of-Way Acquisition and Reimbursement. **The Local Agency match for Right-of-Way acquisitions is due at this time.**

Required Approval Signatures

UDOT Region Right of Way and Cooperative Agreement Signatures

FINAL DESIGN

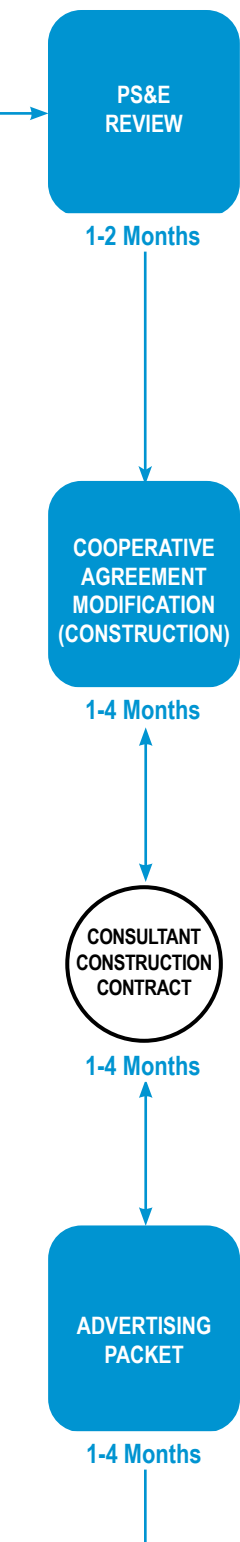
1-6 Months

Final Design & QC/QA Plan

The Consultant prepares the final design for the project and submits a Quality Control (QC/QA) Plan to the UDOT PM.

Required Approval Signatures

Consultant and UDOT PM



Plans, Specifications & Estimate Approval

Plans, Specifications & Estimate (PS&E) should be prepared by the Consultant and submitted to the Local Agency and the UDOT PM for verification. Before signing off on the PS&E, determine if a design modification should be made to add more money to the consultant's contract to complete any requested changes/additions.

The Local Agency and Consultant are responsible for conformance to the UDOT Preconstruction Process. UDOT is responsible for verifying design conformance to the required minimum standards.

Required Approval Signatures

Local Agency and UDOT Project Manager

\$ Co-Op Modification for Construction

The Local Agency develops the Scope of Work and Independent Cost Estimate for the construction phase of the project in coordination with the UDOT PM in order to complete the cooperative agreement. The UDOT PM prepares the Draft Cooperative agreement for review by all parties involved. **The Local Agency match for the construction phase is due at this time.**

Required Approval Signatures

Mayor or County Commissioner, UDOT Region Director, UDOT Director of Engineering Services, and UDOT Comptrollers Office

Consultant Construction Contract

The Local Agency selects a consultant to perform the construction engineering. The Local Agency, UDOT PM and Consultant finalize the costs, scope and schedule. The UDOT Consultant Services team executes the contract.

Required Approval Signatures

Local Agency, Consultant, UDOT Comptroller, and UDOT Director of Engineering Services

Advertising Packet

The Consultant in conjunction with the Region Advertising Specialist prepares the advertising package in accordance with the Federal Advertising Checklist. Once the checklist is complete, UDOT submits the packet to the UDOT Construction Division for advertising.

Required Approval Signatures

UDOT PM (*Assignment Order*), Local Agency (*Plan Set & Utility*), Consultant (*Plan Set*), and UDOT Central Right of Way (*Projects acquiring ROW only*)

CONSTRUCTION AVE.



Advertising

The UDOT Construction Division advertises the project for a minimum of four weeks. During this time Contractors bid on the project. Every Tuesday at 2:30 pm, bids are opened and the lowest responding bidder is identified. The Local Government must send a letter of concurrence for the selection of the specified Contractor. Following receipt of this letter the project is awarded to the qualifying Contractor.

Contractor Notice To Proceed

UDOT issues a notice to the Contractor to begin construction.

Construction Administration

The Consultant documents account payables using UDOT's project accounting system and PDBS. The Consultant must submit monthly estimates to the Local Agency and contractor for review and acceptance. Estimates will be submitted to the UDOT Region Construction Engineer within one week of the estimate closing.

Required Approval Signatures

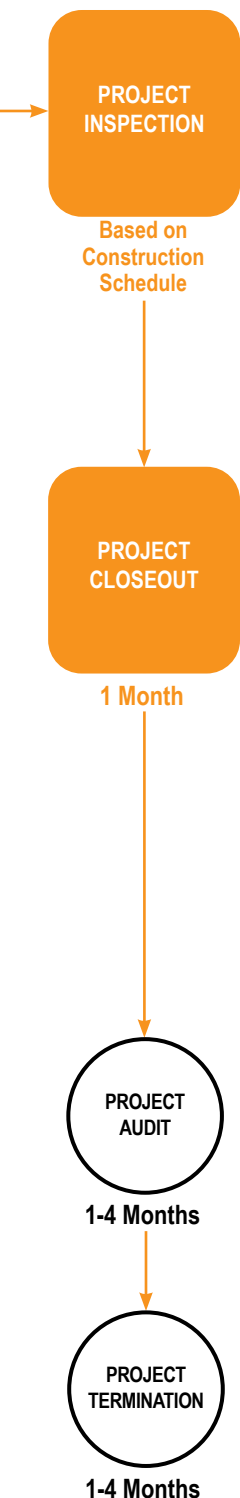
Local Agency, Consultant and UDOT Region Construction Engineer

Materials Testing

The Consultant must provide all equipment and labor necessary to complete field and laboratory testing on all project materials using a UDOT certified laboratory. The testing methods and frequency will be in accordance with current Materials Minimum Sampling and Testing Guide and the UDOT Materials Manual of Instruction.

Required Approval Signatures

Consultant



Project Inspection

The Consultant is responsible for providing project inspection to ensure compliance with required standards. Project filing, documentation, monthly progress reports, progress payments, change orders, and final payment will be done according to UDOT Policy and Procedures, and Manuals of Instruction. Survey and pay quantities will be documented daily in field books equivalent to those UDOT uses with no erasures.

Required Approval Signatures

Consultant

Project Closeout

Upon substantial completion of the project, the Consultant will conduct, coordinate and notify in writing all interested parties to attend a final inspection.

Upon completion of all punch list items the Consultant, in agreement with Local Agency, will accept the construction as complete. Within thirty days of completion the Consultant will provide final project documentation as required by UDOT and FHWA for final acceptance of the project.

Required Approval Signatures

Consultant, UDOT Region Contract Specialist, UDOT Region Materials Engineer and UDOT Central Construction

Project Audit

Project documents are reviewed for adherence to standards, accuracy, and completion.

Project Termination

The UDOT Comptroller issues the final voucher to the Contractor. All records are taken to the Central Records facility.

METROPOLITAN PLANNING ORGANIZATIONS

Salt Lake City & Ogden

Wasatch Front Regional Council
(801) 363-4250
www.wfrc.org

Provo & Orem

Mountainland Association of Governments
(801) 229-3800
www.mountainland.org

Cache Valley

Cache Metropolitan Planning Organization
(435) 716-7154
www.cachempo.org

St. George Area

Five County Association of Governments
(435) 673-3548
www.fcaog.state.ut.us

JOINT HIGHWAY COMMITTEE

Brett Hadley

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UTAH DEPARTMENT OF TRANSPORTATION

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